

# **PUBLIC AFFAIRS RECORDS RETENTION SCHEDULE**

These records are extracted from the State of Idaho *Records Management Guide*, updated November, 2004.

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# PUBLIC AFFAIRS RECORDS

**NOTE:** All retention periods are filed by either the fiscal or calendar year. For all UNANNOTATED DUPLICATE COPIES, preferably destroy immediately after administrative need ends by either the fiscal or calendar year.

**SG1201. AGENCY COMMENDATION FILES**

Letters of commendation received by agency which impart important information or observations about agency programs or operations, but which do not belong in an individual's personnel file.

**Retention Record copy:** PERMANENT. Contact State Archivist.

**SG1202. COMPLAINT / INFORMANT FILES**

Whistle-blower, fraud, and criminal complaints. Includes anonymous letters, complaints, criticism and suggestions, and agency replies thereto. Also includes those complaints which were the basis of an investigation or from which administrative action was taken, and those incorporated into individual personnel files.

**Retention Record copy:** Retain by agency for 7 years after final resolution and then destroy.

**SG1203. INDEXES AND CHECK LISTS**

Bibliographies, check lists, and indexes of agency publications and news releases, except those used as indexes to public relations files.

**Retention Record copy:** Retain until superseded or obsolete and then destroy.

**SG1204. INFORMATION PROJECT FILES**

Informational services project case files maintained in formally designated information offices.

**Retention Record copy:** Retain for 1 year after close of file or completion of project and then destroy.

**SG1205. PRESS RELEASES**

A copy of prepared statements or announcements issued for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.

**Retention Record copy:** PERMANENT. Contact State Archivist.

**SG1206. PUBLIC RELATIONS FILES**

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The format selected may be paper, video tape, motion picture film, etc.

**Retention Record copy:** PERMANENT. Contact State Archivist.

**APPENDIX 9: PUBLIC AFFAIRS RECORDS**

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